

## Warrant Cancellation or ACH Reversal

PUOC\_10

### Change History

Update the following table as necessary when this document is changed:

| Date       | Name           | Change Description  |
|------------|----------------|---------------------|
| 09/21/2005 | Ned Bedinger   | Preliminary draft   |
| 10/3/05    | Chylynn Hansel | Edits               |
| 10/07/05   | Heather Hanson | Training Review     |
| 10/7/05    | Agency Review  |                     |
| 10/11/05   | NedB           | Updates from review |
| 10/12/05   | Chylynn Hansel | Edits               |
| 6/23/06    | Chylynn Hansel | Edits               |

### Purpose

Use this procedure to cancel a warrant or to reverse an ACH.

### Trigger

Perform this procedure when employee pay for a past period is reversed.

### Prerequisites

The employee did not receive the net pay (check returned or a stop payment was achieved) or the employee has repaid (or agreed to repayment) the net pay amount for the period.

### Menu Path

- Human Resources → Payroll → Americas → USA → Off-Cycle → PUOC\_10

### Transaction Code










PUOC\_10

### Helpful Hints

Canceling a warrant or Reversing an ACH requires supporting actions in HRMS. An example (not related to this procedure) could be employee leave, which requires supporting actions to modify after payroll has run—if a leave slip requesting Leave Without Pay (LWOP) is turned in after payroll is run, CATS will need to be updated to show the LWOP.

Changes **must be made** in HRMS to reflect the fact that the payment should not have been made, and all deductions delimited for the specific period being reversed.

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

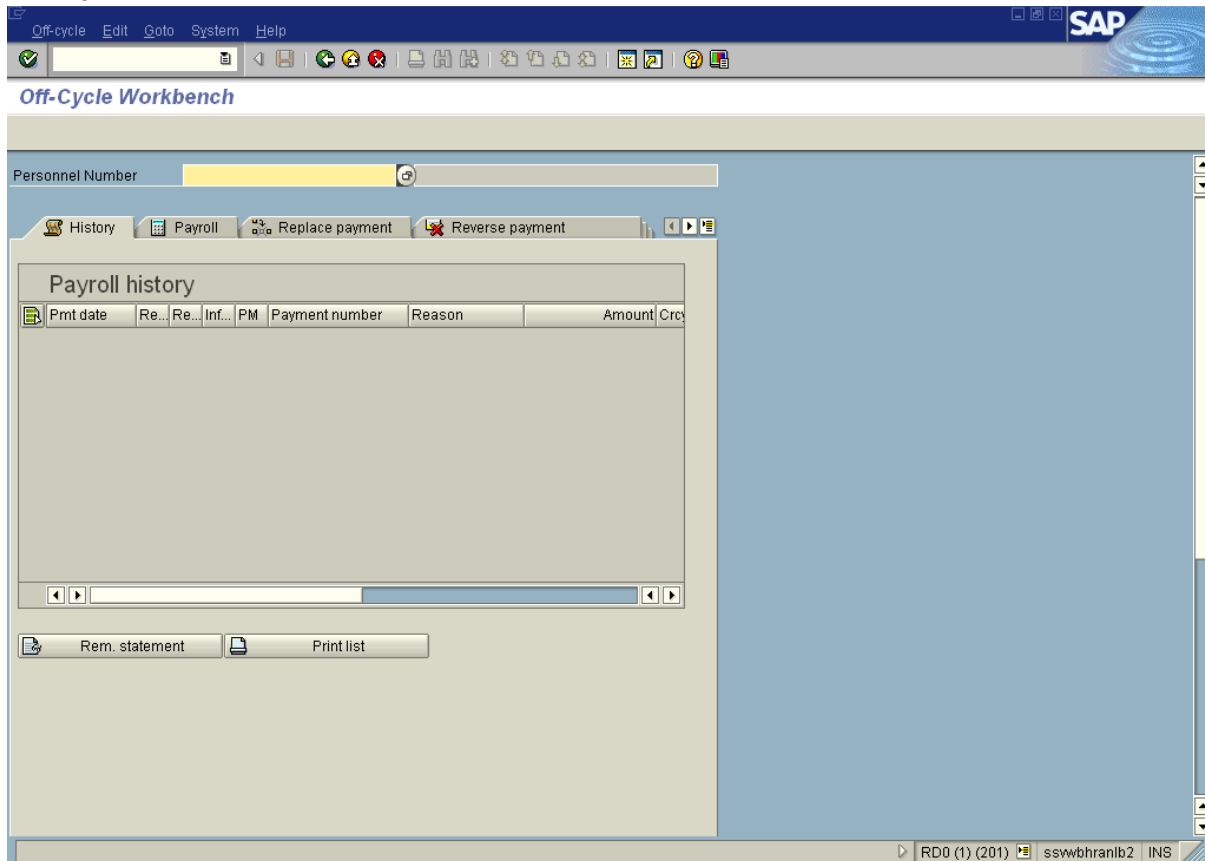
| Message Type  | Description   |
|---|---|
| <b>Error</b><br>   | <b>Example:</b>  Make an entry in all required fields.<br><b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.  |
| <b>Warning</b><br>   | <b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end.<br><b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed. |
| <b>Confirmation</b><br> or  | <b>Example:</b>  Save your entries.<br><b>Action:</b> Perform the required action to proceed.  |



## Procedure

1. Start the transaction using the menu path above or transaction code **PUOC\_10**.

### Off-Cycle Workbench



2. Complete the following fields:

| Field Name       | R/O/C | Description  |
|------------------|-------|--|
| Personnel Number | R     | Description of the Personnel Number.<br><b>Example:</b> 20000381 |

3. Click the  **Reverse payment** tab.

## Off-Cycle Workbench – Reverse Payment tab

Personnel Number 20000381 Test Tammy

Payroll Replace payment **Reverse payment** Assign check ...

**Payroll history - Reverse**

| Pmt date    | Re... | Re... | Inf... | PM | Payment number | Reason | Amount   | Crcy |
|-------------|-------|-------|--------|----|----------------|--------|----------|------|
| 03/25/20... |       |       | i      | C  |                |        | 3,149.21 | USD  |

Information on payments to be reversed

| Pmt date | Payment number | Amount | Crcy | PM | Text |
|----------|----------------|--------|------|----|------|
|----------|----------------|--------|------|----|------|

RD0 (1) (201) ssvaphrdedci INS

- Click the gray box to the left of the payment you want to cancel.

**Example:**

|             |  |  |   |   |  |  |          |     |
|-------------|--|--|---|---|--|--|----------|-----|
| 03/25/20... |  |  | i | C |  |  | 3,149.21 | USD |
|-------------|--|--|---|---|--|--|----------|-----|

## Off-Cycle Workbench – Payments to be Reversed

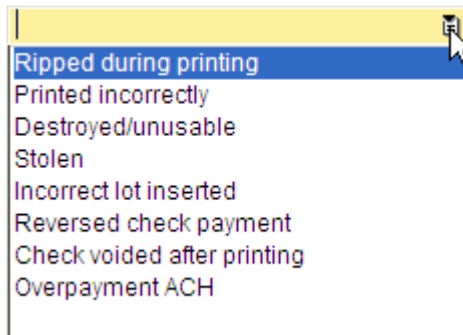
The screenshot shows the SAP Off-Cycle Workbench interface. At the top, there is a menu bar with 'Off-cycle', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title 'Off-Cycle Workbench' is displayed in a large font. Below this, the 'Personnel Number' field is set to '20000381' and the 'Test Tammy' button is visible. The 'Payroll' tab is selected, and the 'Reverse payment' button is highlighted with a red 'X' icon. The 'Payroll history - Reverse' table shows a single entry for '03/25/2005' with a payment number, reason, amount of 3,149.21, and currency USD. Below this table, the 'Information on payments to be reversed' section shows a table with columns for 'Pmt date', 'Payment number', 'Amount', 'Crcy', 'PM', and 'Text'. The entry for '03/25/20...' shows a payment number, amount of 3,149.21, currency USD, and reason 'Warrants'. At the bottom, the 'Reversal reason' field is empty, and the 'Reverse' button is visible. The status bar at the bottom right shows 'RD0 (1) (201)' and 'ssvaphrdedci INS'.

| Pmt date   | Re... | Re... | Inf... | PM | Payment number | Reason | Amount   | Crcy |
|------------|-------|-------|--------|----|----------------|--------|----------|------|
| 03/25/2005 |       |       | f      | C  |                |        | 3,149.21 | USD  |

| Pmt date    | Payment number | Amount   | Crcy | PM | Text     |
|-------------|----------------|----------|------|----|----------|
| 03/25/20... |                | 3,149.21 | USD  | C  | Warrants |

5. In the **Reversal reason** field, click  (Dropdown).

### Reversal Reason



**5.1** Select the Reversal reason from the drop-down list.

**Example:** Reversed Check Payment



The reason that we use are Reversed Check Payment and Check voided after printing.

## Warrant Cancellation--Reversal Reason

**Off-Cycle Workbench**

Personnel Number: 20000381 Test Tammy

Payroll Replace payment **Reverse payment** Assign check ...

### Payroll history - Reverse

| Pmt date    | Re... | Re... | Inf... | PM | Payment number | Reason | Amount   | Crcy |
|-------------|-------|-------|--------|----|----------------|--------|----------|------|
| 03/25/20... |       |       | f      | C  |                |        | 3,149.21 | USD  |

Information on payments to be reversed

| Pmt date    | Payment number | Amount   | Crcy | PM | Text     |
|-------------|----------------|----------|------|----|----------|
| 03/25/20... |                | 3,149.21 | USD  | C  | Warrants |

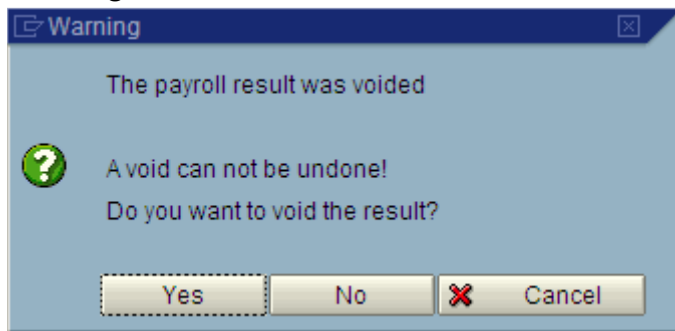
Reversal reason: Reversed check payment **Reverse**

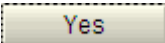
RD0 (1) (201) ssvaphrdedci INS

6. Click  **Reverse**.



## Warning





7. Click  to permanently cancel the warrant or reverse the ACH.

## Off-Cycle Workbench—Reversed Successfully

The screenshot displays the SAP Off-Cycle Workbench interface. At the top, the menu bar includes 'Off-cycle', 'Edit', 'Goto', 'System', and 'Help'. The title bar shows 'Off-Cycle Workbench'. Below this, the 'Personnel Number' field is set to '20000381' and the name 'Test Tammy' is displayed. A toolbar contains icons for 'Payroll', 'Replace payment', 'Reverse payment' (highlighted with a red X), and 'Assign check ...'. The main area is titled 'Payroll history - Reverse' and contains a table with columns: 'Pmt date', 'Re...', 'Re...', 'Inf...', 'PM', 'Payment number', 'Reason', 'Amount', and 'Crcy'. Below this table is a horizontal scrollbar. Another section titled 'Information on payments to be reversed' contains a table with columns: 'Pmt date', 'Payment number', 'Amount', 'Crcy', 'PM', and 'Text', also with a horizontal scrollbar. At the bottom, the 'Reversal reason' is set to 'Reversed check payment', and a 'Reverse' button is visible. The status bar at the very bottom shows a green checkmark and the message 'The payroll result has been reversed successfully', along with 'RD0 (1) (201)', 'ssvaphrdedci', and 'INS'.

**8.** Perform one of the following:

| If                                    | Then  |
|---------------------------------------|---|
| You are canceling a warrant           | Click  (Exit) to return to the system menu.  |
| If you are processing an ACH reversal | You must contact the HRISD Help Desk at 360-664-6400 or <a href="mailto:HelpDesk@dop.wa.gov">HelpDesk@dop.wa.gov</a> to complete the ACH reversal process. and Click  (Exit) to return to the system menu. |

**9.** You have completed this transaction.

**Result**

You have cancelled the warrant or ACH reversal.

**Comments**

To complete this retro action, change the master data for this employee. For example, if the cancellation was due to payment of hours that should not have been paid, such as Leave Without Pay that was entered as paid sick leave, then the system may try to pay those hours until the Absence type is corrected. In this example, you would need to assign the hours to an unpaid leave type to stop the system from continuing to try and pay them.